



**Armstrong Atlantic State University**  
**Minutes of the Staff Advisory Council**  
Wednesday, January 3, 2007

**Present:** Jonnie Chandler, Peter Mastopoulos, Peggy Witherow, Brian Dawsey, Peggy Williams, Betsy Ray, Scott Gilreath, Rebecca Carroll (ex-officio)

**Absent:** Noot Tisdale and Ginger Smith (excused absences)

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The members of the Staff Advisory Council met at 1:00 p.m. in Solms Hall, Room 209.

The January meeting of the Staff Advisory Council was called to order at 1:16 p.m., on Wednesday, January 3, 2007. Peter Mastopoulos, Chair, presided.

I: Copies of the December 6, 2006, minutes were distributed to the Council and approved.

II: Committee Reports

Communications Committee

The Chair of the Communications Committee, Ginger Smith was absent from the meeting, however, she sent through email a copy of the feedback from surveys that the staff had completed. Overall, 81% is interested in participating in a continuing developmental program for staff members and 75% would like to see more nutritional/fitness programs developed.

Staff Welfare Committee

Scott Gilreath briefly mentioned that he sent an email out to the staff welfare sub-committee members about meeting the end of January to do discuss staff development ideas, staff mentoring and other staff welfare concerns. Scott will give an update at the February 7<sup>th</sup> Staff Advisory Council meeting.

Ad Hoc Staff Recognition

Peter Mastopoulos reviewed the *Spirit of Armstrong* Award proposal nomination that included the guidelines and procedures. Upon university approval, the *Spirit of Armstrong Award* will be presented at the annual Leadership Award Program in spring 2007. The Office of Human Resources will provide oversight and administration for the award once it has been approved. A motion was made, seconded, and approved by the Staff Advisory Council to support the proposal of the new staff award.

### Special Events Committee

Peggy Williams mentioned that the Special Events Committee met on December 13, 2006, and discussed plans to do a service project with the Union Mission also known as The Grace House. The plan is to have a campus-wide collection of clothing, canned goods, blankets, and shoes/socks to deliver to the organization. A motion was made, seconded, and approved to support the Union Mission as our spring service project.

### III: Old Business

#### Additional Foundation Account Proposal

Peggy Witherow presented the following Memorandum of Understanding (MOU): The purpose of this Memorandum of Understanding is to establish the Staff Advisory Council Discretionary Funds Account. Funds in this account will be used for purposes other than the Staff Advisory Council Textbook Scholarship. Withdrawals from this account require a majority vote of the Staff Advisory Council membership. Ideas were mentioned for generating funds for the two separate accounts. Should the Armstrong Atlantic State University Staff Advisory Council cease to exist, all funds in the Staff Advisory Council Discretionary Funds Account will be dispersed in the same manner as funds in the general SAC account.

A motion was made, seconded, and approved of the Staff Advisory Council Discretionary Funds Account to be established. Peggy Witherow will deliver the MOU to Gail Rountree of External Affairs in order for the account to be created.

#### Bylaw Revisions Proposal

Jonnie Chandler presented a suggested amendment to the Staff Advisory Bylaws. The rationale for the amendment is that it provides a smooth transition for incoming Council members to observe the Council at business. Offers an occasion for incoming Council members to communicate with current Council members. Allows incoming Council officers the opportunity to prepare an agenda for the July meeting.

### **Article VIII, Section B. Council Officers, Election, and Duties**

#### B. Election

**Officers of the Council will be elected at the conclusion of the June meeting. The newly elected Council members shall be invited to attend the current Council's June meeting. Prior to adjournment of the June meeting, the current Chair shall ask for nominations and conduct the election for a succeeding Chair. The succeeding Chair shall conduct the election process for the next term's Vice-Chair and Secretary respectively.**

~~Officers of the Council will be elected at the July meeting each year.~~ Each representative may vote for one candidate only for each office. Candidates receiving a majority vote shall be elected to office. If no candidate receives a majority vote, a run-off election will be held between the two candidates receiving the most votes. Newly elected officers

shall immediately take office and serve until the next annual election. No representative shall hold more than one office at a time. **Representatives are ineligible to succeed themselves consecutively in any one office.**

A motion was made, seconded, and approved the amendment of **Article VIII, Section B. Council Officers, Election, and Duties** of the Bylaws. The amendment will be presented to the staff for approval at the April 2007 Staff Assembly.

The departmental list for the elections was reviewed. Some changes need to be made, so further discussion was tabled until the February meeting to allow all members to further review and revise the list.

Staff Textbook Scholarship Fund Proposal

Jonnie Chandler presented a proposal with guidelines for administering the staff textbook scholarship. After some discussion, a motion was made, seconded, and approved to table the discussion until the February meeting in order to make some modifications to the proposal.

IV: New Business

Staff Development Event

Due to the absence of the Communications Committee chair, a motion was made, seconded, and approved to table discussion about a staff development activity until the February meeting.

Staff Textbook Scholarship Drawing

Congratulations to Carolyn Tabanico, College of Education and Theresa Davis, Radiologic Sciences who were selected via random drawing from the pool of qualified applicants to receive a \$50 textbook scholarship at the AASU Bookstore for spring 2007 semester.

The meeting was adjourned at 2:30 p.m.

Respectfully submitted,

Peggy Williams, Secretary

**Next Council Meeting**  
**Wednesday, February 7, 2007 at 1:00 p.m. in Burnett Hall President's  
Conference Room**

**Attachment (s):** Suggested Bylaws Amendment, Spirit of Armstrong Award nomination form and Proposal letter, Staff Development Survey Feedback, Memorandum of Understanding for Discretionary Funds Account, Congratulations letters to the spring 2007 Textbook Scholarship recipients.

**Web site questions:** There were no questions submitted to the web site.